

Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To

Département of Finance/BSO
915 L Street
Sacramento, CA 95814

Employee Name MATOSANTOS, Ana
Expense Dates 01/19/10-01/21/10
Total Expense Amount 661.75
Amount Due Employee 192.35
Form ID TEA000596705

DIRECTIONS FOR SUBMISSION

1. Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.

Date	Expense Item	Amount	If not submitted - Explain
1) 01/19	O/S Taxi Fare	62.00	
2) 01/21	O/S Taxi Fare	20.00	

10 FEB 16 PM 4:06
DEPARTMENT OF FINANCE
TRAVEL SERVICES

2. Forward Transmittal Sheet and attached documentation through your approval process.

CLAIM EXCEPTION(S)			
	Item	Exception	Response
1)	#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Yes

I have reviewed the following documents.
/s/ Fred Klass

Approved
by:



approved
2/17/10

Travel & Expense Account Summary

Employee Name Ana MATOSANTOS
Expense Dates 01/19/10-01/21/10
Report Name January 2010

Request Total \$ 661.75
Direct Charge Total - 469.40
Travel Advances - 0.00
Net Due Employee = 192.35

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Wash DC 1-19	661.75

NOTE: (d)=Direct Charge

DATE	Tue Jan 19	Wed Jan 20	Thu Jan 21							TOTAL
O/ S Mileage Personal Auto	12.00		12.00							24.00
O/ S Commercial Air Fare (d)	469.40									469.40
O/S Taxi Fare	62.00		20.00							82.00
O/S Breakfast		6.00	6.00							12.00
O/S Lunch		10.00	10.00							20.00
O/S Dinner		18.00	18.00							36.00
O/S Incidentals		6.00	6.00							12.00
O/ S Internet Charges		3.28								3.28
O/S Photocopies		3.07								3.07
TOTALS \$	543.40	46.35	72.00							661.75

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Wash DC 1-19	01/19/10	O/S Mileage, Personal Auto	12.00	Cash
Regular Travel	Wash DC 1-19	01/19/10	O/S Commercial Air Fare	469.40	Direct Charge
Regular Travel	Wash DC 1-19	01/19/10	O/S Taxi Fare	62.00	Cash
Regular Travel	Wash DC 1-19	01/20/10	O/S Breakfast	6.00	Cash
Regular Travel	Wash DC 1-19	01/20/10	O/S Lunch	10.00	Cash
Regular Travel	Wash DC 1-19	01/20/10	O/S Dinner	18.00	Cash
Regular Travel	Wash DC 1-19	01/20/10	O/S Incidentals	6.00	Cash
Regular Travel	Wash DC 1-19	01/20/10	O/S Internet Charges	3.28	Cash
Regular Travel	Wash DC 1-19	01/20/10	O/S Photocopies	3.07	Cash
Regular Travel	Wash DC 1-19	01/21/10	O/S Mileage, Personal Auto	12.00	Cash
Regular Travel	Wash DC 1-19	01/21/10	O/S Breakfast	6.00	Cash
Regular Travel	Wash DC 1-19	01/21/10	O/S Lunch	10.00	Cash
Regular Travel	Wash DC 1-19	01/21/10	O/S Dinner	18.00	Cash
Regular Travel	Wash DC 1-19	01/21/10	O/S Incidentals	6.00	Cash
Regular Travel	Wash DC 1-19	01/21/10	O/S Taxi Fare	20.00	Cash

Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To

Department of Finance/BSO
915 L Street
Sacramento, CA 95814

Employee Name MATOSANTOS, Ana
Expense Dates 03/26/10-03/28/10
Total Expense Amount 630.73
Amount Due Employee 630.73
Form ID TEA000637151

DIRECTIONS FOR SUBMISSION

1. Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.

	Date	Expense Item	Amount	If not submitted - Explain
1)	03/26	O/S Lodging	136.67	
2)	03/26	O/S Commercial Air Fare	235.40	
3)	03/26	O/S Shuttle Fare	18.00	
4)	03/27	O/S Lodging	136.67	

DEPARTMENT OF FINANCE
BUSINESS SERVICES
10 APR 20 AM 9:50

2. Forward Transmittal Sheet and attached documentation through your approval process.

CLAIM EXCEPTION(S)			
	Item	Exception	Response
1)	#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Yes

TRIP EXCEPTION(S)			
	Item	Exception	Response
1)	5:3b	Was prior approval granted for your attendance at the conference/convention?	Yes

approved
4/27/10

**Travel & Expense Account
Transmittal Sheet**

I have reviewed the following documents.

Approved
by:

Fred W Klass

Travel & Expense Account Summary

Employee Name Ana MATOSANTOS
Expense Dates 03/26/10-03/28/10
Report Name March 2010 OST

Request Total \$ 630.73
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 630.73

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-State Sponsored Conference/Convention	NASBO 3-26-10	630.73

NOTE: (d)=Direct Charge

DATE	Fri Mar 26	Sat Mar 27	Sun Mar 28							TOTAL
O/S Lodging	136.67	136.67								273.34
O/ S Mileage Personal Auto	12.00		12.00							24.00
O/ S Commercial Air Fare	235.40									235.40
O/S Shuttle Fare	18.00									18.00
O/ S Internet Charges	9.99									9.99
O/S Breakfast		6.00	6.00							12.00
O/S Dinner		18.00	18.00							36.00
O/S Incidentals		6.00	6.00							12.00
O/S Lunch			10.00							10.00
TOTALS \$	412.06	166.67	52.00							630.73

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-State Sponsored	NASBO	03/26/10	O/S Lodging	136.67	Cash
Non-State Sponsored	NASBO	03/26/10	O/S Mileage, Personal Auto	12.00	Cash
Non-State Sponsored	NASBO	03/26/10	O/S Commercial Air Fare	235.40	Cash
Non-State Sponsored	NASBO	03/26/10	O/S Shuttle Fare	18.00	Cash
Non-State Sponsored	NASBO	03/26/10	O/S Internet Charges	9.99	Cash
Non-State Sponsored	NASBO	03/27/10	O/S Lodging	136.67	Cash
Non-State Sponsored	NASBO	03/27/10	O/S Breakfast	6.00	Cash
Non-State Sponsored	NASBO	03/27/10	O/S Dinner	18.00	Cash
Non-State Sponsored	NASBO	03/27/10	O/S Incidentals	6.00	Cash
Non-State Sponsored	NASBO	03/28/10	O/S Mileage, Personal Auto	12.00	Cash
Non-State Sponsored	NASBO	03/28/10	O/S Breakfast	6.00	Cash
Non-State Sponsored	NASBO	03/28/10	O/S Incidentals	6.00	Cash
Non-State Sponsored	NASBO	03/28/10	O/S Dinner	18.00	Cash
Non-State Sponsored	NASBO	03/28/10	O/S Lunch	10.00	Cash